NJDEP ONLINE REPORTING

*WATER QUALITY ACCOUNTIBILITY ACT (WQAA)
CERTIFICATION FORMS
ARE DUE BY DECEMBER 31*

SUBMIT YOUR FORM ONLINE BEFORE THE DUE DATE

PAPER COPIES WILL NOT BE ACCEPTED

Instructions for Completing WQAA Certification Forms

Steps 1-7 are only for Users without MyNewJersey Online and NJDEP Online

1. Access an Internet browser and type **www.njdeponline.com** and select the button under the new user heading labeled "Request Access to NJDEP Online". Fill in the following fields: 'Contact Name', 'Organization Name', 'Email Address', and 'Confirm E-Mail'.

2. Click on the "Request" button, which opens the where NJDEP Online and MyNewJersey will be linked.

3. If you already have a MyNewJersey Account, fill out Section A with your MyNewJersey 'Login ID' and 'Password' and click 'Link NJDEP Online with My Account'.

4. If you do not have a MyNewJersey account: Fill out Section B with your desired 'Log On ID', 'Password', 'Security Question' and 'Your Answer' to that security question. Click "Create this new MyNewJersey Account and Link NJDEP Online To It".

NOTE: Save your ID and Password for future use. Be sure to remember your security answers (below) in case you forget your password. Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).

My ID: _____

My Password: _____

5. You should now be at the NJDEP Online Contact Information Page. Ensure that the proper contact information (including the proper email address) is entered, and add at least one contact number (without spaces), and upon returning to the NJDEP Online Contact Information Page, click "Continue".

6. Select Challenge/Response Questions. Each of the five challenge questions must be different. Click "Continue" once complete.

The challenge questions will be used when you change your password, PIN or email address. They will also be used, along with your PIN, for certifying submissions.

My Security Questions/Answers:

1. _____

2. _____

3. _____

4. _____

5. _____

7. Fill in the 'Certification PIN' of your choice. Then 'Retype Certification Pin' and click "Continue".

My Certification PIN: _____

8. To add your facility to submit reports for, click the "Add Facilities" button. Add your facility to your account by selecting Water Supply in the 'NJDEP Program' dropdown and under the 'Facility ID" enter the Program Interest ID and click "Search". Click the checkbox next to your facility and select "Add Selected Facility". Click "Complete Setup", then "Done".

9. Under the "My Workspace" tab, under the heading "Service Selection" click the "Configure Services" button. Under 'Water Supply' check "WQAA Annual Certification Form". Then click the "OK" button.

*NOTE: The setup is now complete. After completing registration, you will be able to access NJDEP Online at any time by visiting **http://www.njdeponline.com** and clicking the button labeled "**Login to NJDEP Online**" within the blue box atthe top right of the screen.*

10. From the My Workspace tab, under the heading Service Selection, and under 'Water Supply' click on "WQAA Annual Certification Form".

11. After reading the Instructions Page, click "Continue".

12. Under Submission/Project Name, create a title for the submission. (e.g. 2021 Americaville Certification). Then click "Continue".

13. Under Submission Type Selection select "WQAA Annual Certification Form". Then click "Continue".

14. Under the Facility Selection screen, select the facility you are submitting the form under (step may be skipped if you only have one facility). If no facilities appear, then add the appropriate facility to your profile using the link at the bottom of the screen. Once a facility is selected, click "Continue".

15. Under the "Select Activity" Screen, select the activity provided. The Activity Number should be QAA, followed by an abbreviation for the current year (e.g. for 2021, QAA210001, for 2022, QAA 220001 et cetera). Then click "Continue". **If you do not see this screen, contact the Department at WQAA@DEP.NJ.GOV.**

16. Under Responsible Entity Selection, select the Organization Name that corresponds to your facility. If the lead responsible entity does not appear in the list, then check the box accordingly. Then click "Continue".

17. Enter the contact information for the individual submitting the certification form. Note this does not need to be the individual who signed the certification form. This can be automatically filled using the "Insert From Existing Contact(s)" dropdown, if you are the submitter. Once this is complete and accurate, click "Continue".

18. In the Attachment Upload screen, select Browse to search for the completed Certification Form document to upload from your device. Under the Document Type dropdown, select "Form". Under Sub-Doc Type, select "Form".Then click "Continue".

19. Provide an answer to the Challenge/Response Question, which should relate to security questions set up when you created your profile. Then click "Submit".

20. Under Certification PIN, enter your "Certification PIN", and click "Certify". Results will not be accepted without this certification.

For future reporting/submissions, log in to NJDEP Online by visiting https://www.njdeponline.com and clicking the button labeled "Log in to NJDEP Online" within the blue box at the top right of the screen. Then follow Steps 9-17 above.